

13 FEB 1976

MEMORANDUM FOR: Chief, Policy and Plans Group  
SUBJECT : A&TD Monthly Report Submission  
January 1976

PERSONNEL BRANCH

1. Vacancy notices were prepared and distributed on 2 professional and 4 clerical positions. Four professional and 23 clerical responses were received.
2. During January, there were four Quality Step Increases awarded to Security careerists.
3. The Manpower Utilization Study of the receptionists' duties has been completed and recommended changes have been prepared.
4. The training section and the development profile of the OS Supplement to the DDA Personnel Management Handbook have been revised to reflect changes in OS training policies and changes in OTR courses. Copies will be distributed in the near future.
5. One Security careerist reviewed his personnel soft file.
6. On 27 January, an Agency recruiter and the Chief, Washington Area Recruitment Office, toured the [REDACTED] Field Office for a firsthand review of the physical layout and discussions regarding clerical requirements [REDACTED] STATINTL
7. Twelve Security contract employees were converted to staff employees. STATINTL
8. The six-month EEO status report on the to-date progress of the APP goals was completed. The status report revealed no significant shortcomings by the Office of Security.

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9. The Personnel Development Plan, Part II, was completed and forwarded to the DDA.

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10. [REDACTED] attended the Managerial Grid.

11. The Professional Applicant Review Committee has reviewed 140 applicant files and has placed six applicants in process.

#### BUDGET & FISCAL

FY 1976 Operating Budget was adjusted to conform to Directorate Personal Services re-programming (-\$250,000 for OJCS expansion program) and \$141,000 previously in "hold" category transferred with DD/A approval to cover Directorate unfunded requirements. Funds remaining in "hold" position for DD/A total \$44,000 available from amount budgeted for [REDACTED] but surplus to their needs as a result of pending liquidation.

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#### TRAINING BRANCH

1. Arrangements were finalized for [REDACTED] to start the second Effective Briefing Course for Office personnel. The class commenced on 14 January 1976 with 13 students in attendance.

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2. Training Branch participated in the Office of Training's Administrative Procedures Course. A pilot session involving a question and answer period was initiated with successful results.

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3. Coordination continued with OTS to conduct the first running of the [REDACTED] Familiarization Course developed by OTS for Office of Security personnel. The first class will be conducted during the period 8-19 March 1976.

4. Arrangements were made for the Director of Security, Deputy Director of Security, Chief, Polygraph Branch, Chief, Information Review Group and Chief, NARCOG, to brief General [REDACTED] Commanding General, Criminal Investigations Command, and two aides.

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5. During this period, the 1975 running of the SOTC was analyzed in comparison to the 1974 SOTC, resulting in a memorandum being sent to the Chairman, Career Service Board, OS.

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The memo contained a request for the Career Board to re-evaluate the course content, and suggested a refined and shortened course for 1976.

6. A briefing was presented to the Armed Forces Courier Service School in the Forestal Building, Washington, D.C. The presentation is being revised to include terrorist activities.

7. Meeting with a representative of SEE Division to obtain more recent information on the KGB and other hostile intelligence services and their operations against U.S. personnel. This information will be used to update scripts used in various Training Branch briefings.

8. A meeting was held with the DDO/CMO to discuss his request to provide security briefings to new employees entering into the [REDACTED] program.

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[REDACTED]  
Chief, Administration and  
Training Division

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